



Processing the Summer Graduate

February, 2011

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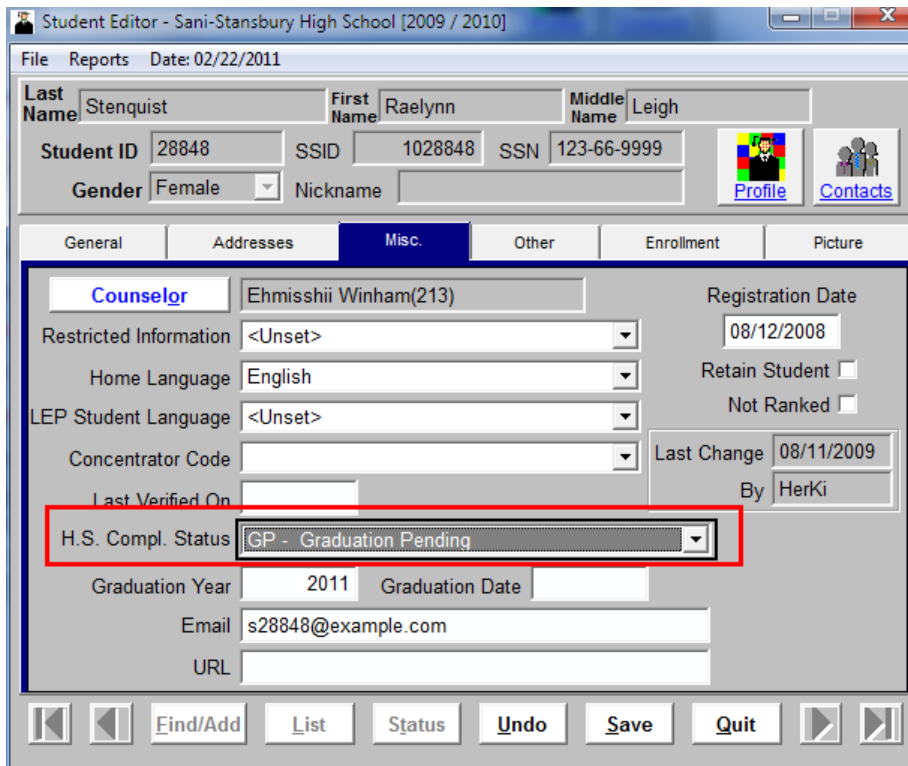
In this tutorial you will learn how to provide accurate documentation in SIS when students do not graduate on time with their class. We'll cover recording the initial high school completion status and then recording the actual graduation, whenever that occurs. Most importantly, you'll see how to insure that the student is treated properly by the clearinghouse and doesn't cause clearinghouse errors for you.

NOTE: If a student was supposed to graduate over the summer but did not meet those requirements, the student will become an automatic drop-out for clearinghouse purposes and no follow up will be necessary.

Processing summer graduates is currently done in FoxPro and not on the web.

When Graduates Don't Complete the Requirements on Time

In all situations, if the student has not yet completed the requirements for graduation on time with their class, you must record a **High School Completion Status** of "GP" for Graduation Pending.



Student Editor - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/22/2011

Last Name: Stenquist First Name: Raelynn Middle Name: Leigh

Student ID: 28848 SSID: 1028848 SSN: 123-66-9999

Gender: Female Nickname:

Profile Contacts

General Addresses Misc. Other Enrollment Picture

Counselor: Ehmissih Winham(213)

Restricted Information: <Unset>

Home Language: English

LEP Student Language: <Unset>

Concentrator Code:

Last Verified On:

H.S. Compl. Status: GP - Graduation Pending

Registration Date: 08/12/2008

Retain Student: ☐

Not Ranked: ☐

Last Change: 08/11/2009

By: HerKi

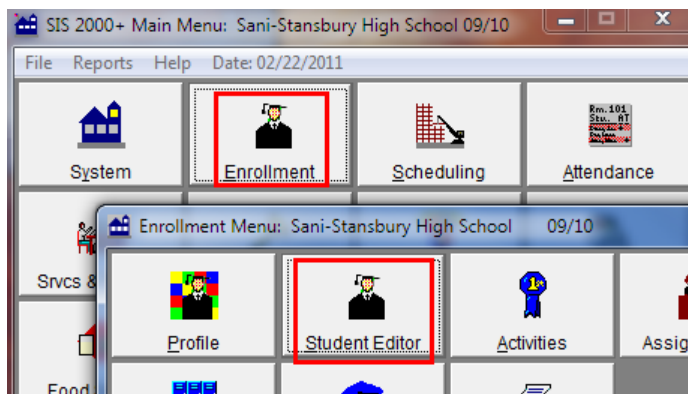
Graduation Year: 2011 Graduation Date:

Email: s28848@example.com

URL:

Find/Add List Status Undo Save Quit

Go to the Student Editor screen, which is found under the Main Menu > Enrollment > Student Editor.



Do a search for the student. Then click on the student name and press **Select**.

SIS 2000+ Find / Add Student - Sani-Stansbury High School [2009 / 2010]

Last Name: St First Name: Middle Name: Birthdate: / /

Student ID: SSID: mm/dd/yyyy

☐ Expanded Search **Students Found** ☐ Sounindex Search

Last	First	Middle	Ident	SSID	Birthdate	School	Enroll OK
St. John	Brooklyn	Jae	28823	1028823	08/21/1993	Sani-Stansbury Hig	N / A
Stanphill	Latifa	D	9342	1009342	11/09/1992	Sani-Stansbury Hig	N / A
Stansfield	Heatheran		6463	1006463	01/25/1992	Sani-Stansbury Hig	Future
Stapley	Dellewis		31540	1031540	04/30/1993	Sani-Stansbury Hig	Yes
Stappen	Marcquessa	E	6873	1006873	04/27/1993	Sani-Stansbury Hig	N / A
Stead	Lynnee	Alexandro	31972	1031972	09/25/1994	Sani-Stansbury Hig	N / A
Steers	Garison		31732	1031732	10/12/1993	Sani-Stansbury Hig	N / A
Stenquist	Raelynn	Leigh	28848	1028848	10/01/1992	Sani-Stansbury Hig	N / A
Stepfather	Kateland	Avery	8938	1008938	02/02/1994	Sani-Stansbury Hig	N / A
Stephen	Shareesa	Branson	4413	1004413	09/24/1993	Sani-Stansbury Hig	N / A
Stevensen	Jovhany		25560	1025560	12/09/1992	Sani-Grantsville Hi	No

District Wide Search or Re-Enroll Student

Go the **Miscellaneous** tab and press **Edit**.

Student Editor - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/22/2011

Last Name: Stenquist First Name: Raelynn Middle Name: Leigh

Student ID: 28848 SSID: 1028848 SSN: 123-66-9999

Gender: Female Nickname:

Profile Contacts

General Addresses **Misc.** Other Enrollment Picture

Counselor: Ehmissih Winham(213) Registration Date: 08/12/2008

Restricted Information: <Unset> Retain Student: ☐

Home Language: English Not Ranked: ☐

LEP Student Language: <Unset> Last Change: 08/11/2009

Concentrator Code: By: HerKi

Last Verified On:

H.S. Compl. Status:

Graduation Year: 2011 Graduation Date:

Email: s28848@example.com

URL:

Find/Add List Status **Edit** Save Quit

Look at the **High School Completion Status** drop-down.

Choose the code "GP" for graduation pending.

Student Editor - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/22/2011

Last Name: Stenquist First Name: Raelynn Middle Name: Leigh

Student ID: 28848 SSID: 1028848 SSN: 123-66-9999

Gender: Female Nickname:

Profile Contacts

General Addresses **Misc.** Other Enrollment Picture

Counselor: Ehmissih Winham(213) Registration Date: 08/12/2008

Restricted Information: <Unset> Retain Student: ☐

Home Language: English Not Ranked: ☐

LEP Student Language: <Unset> Last Change: 08/11/2009

Concentrator Code: By: HerKi

Last Verified On:

H.S. Compl. Status: **GP - Graduation Pending**

Graduation Year: 2011 Graduation Date:

Email: s28848@example.com

URL:

Find/Add List Status **Undo** Save Quit

Leave the graduation date blank because there is no date at this point. Press **Save**.

When Graduation Requirements are met BEFORE the clearinghouse file is submitted

Now, we'll look at how to record the event when the graduation requirements are met before the clearinghouse file is submitted.

Let's consider the easiest situation first. The student does not graduate on the right day, the day that everyone else graduates, but does graduate PRIOR to your submitting the clearinghouse upload file. So, for example, the last day of school was June 4 and today is June 21, so we have not yet submitted the clearinghouse file. In this case, all you have to do is go to the **Miscellaneous** tab in the Student Editor screen, click **Edit** and type in the graduation date. At this point you can still change the **HS Completion Status** to GR. Press **Save**. You're done with this student.

Student Editor - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/23/2011

Last Name: Stenquist First Name: Raelynn Middle Name: Leigh

Student ID: 28848 SSID: 1028848 SSN: 123-66-9999

Gender: Female Nickname: Profile Contacts

General Addresses Misc. Other Enrollment Picture

Counselor: Ehmisshii Winham(213)

Restricted Information: <Unset> Registration Date: 08/12/2008

Home Language: English Retain Student: ☐

LEP Student Language: <Unset> Not Ranked: ☐

Concentrator Code: Last Change: 08/11/2009

Last Verified On: By: HerKi

H.S. Compl. Status: GR - Graduated

Graduation Year: 2011 Graduation Date: 06/21/2011

Email: s28848@example.com

URL:

Find/Add List Status Undo Save Quit

The important thing here is that you have NOT yet submitted the clearinghouse file.

Everything in this tutorial is aimed at keeping your database records matching with your clearinghouse submission.

When Graduation Requirements are met AFTER you've submitted your clearinghouse file

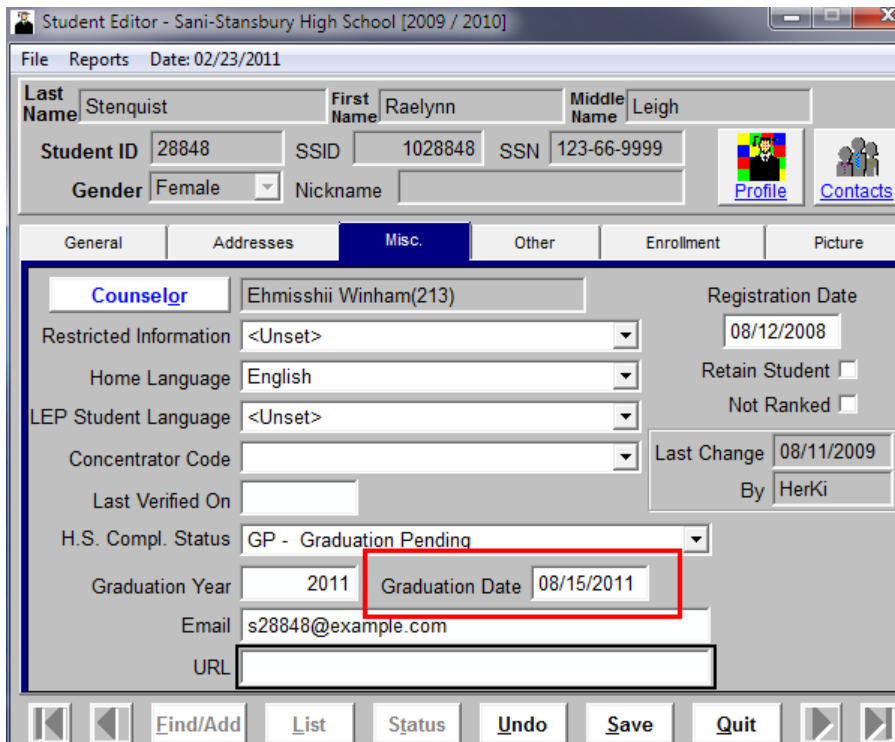
If a student graduates AFTER the clearinghouse file is submitted, an ES (Exit Status) record must be created. Two things will need to be done:

1. A graduation date must be recorded
2. An Exit Status (ES) record must be created.

If you HAVE NOT yet rolled over to the New Year

We'll start by recording the gradation date. If you **have not** rolled over to the New Year, you can stay in the current year and enter the graduation date.

Go into the Student Editor screen > Miscellaneous tab. Click Edit.



Student Editor - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/23/2011

Last Name: Stenquist First Name: Raelynn Middle Name: Leigh

Student ID: 28848 SSID: 1028848 SSN: 123-66-9999

Gender: Female Nickname: Profile Contacts

General Addresses Misc. Other Enrollment Picture

Counselor: Ehmissih Winham(213) Registration Date: 08/12/2008

Restricted Information: <Unset> Retain Student: ☐

Home Language: English Not Ranked: ☐

LEP Student Language: <Unset> Last Change: 08/11/2009

Concentrator Code: Last Verified On: By: HerKi

H.S. Compl. Status: GP - Graduation Pending

Graduation Year: 2011 Graduation Date: 08/15/2011

Email: s28848@example.com

URL:

Find/Add List Status Undo Save Quit

Enter the actual graduation date. Press **Save**.

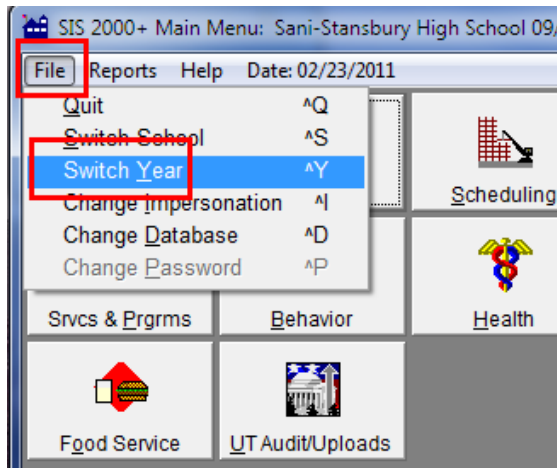
DO NOT change the high school completion status once the clearinghouse edit has been submitted. You will be recording a changed completion status, but it will not be here.

Remember, because of the GP status in this year, you will have to close out the student's record in the new school year.

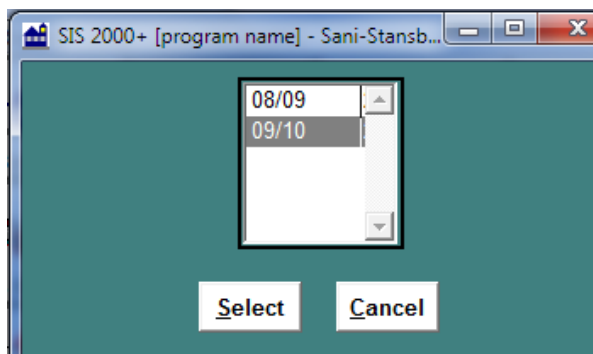
If you HAVE rolled over to the New Year

IF, on the other hand, you have already rolled over to the New School Year, the year after the student should have graduated, you'll do it a bit differently.

You would log in to SIS normally, into the New School Year. From the Main Menu, press **File** at the top > then **Switch Year**. That gives you the option of selecting the prior year.



- Select the year and press **Select**.



Now you're in the prior year.

- Go to the Student Editor. Look up the student.
- Go to the **Miscellaneous** tab. Press **Edit**.

NAME - Last Hammonds First Suh Ho Middle Nilane

Student ID 5257 Gender Male Ethnicity White-Not of Hispanic O

General Addresses **Misc.** Other Contacts Boundary Enrollment Picture

Counselor

Restricted Information <Unset>

Home Language English

LEP Student Language <Unset>

Concentrator Code

Registration Date 11/17/2008

Retain Student ☐

Not Ranked ☐

H.S. Compl. Status GP - Graduation Pending

Graduation Year 2009 Graduation Date 08/13/2009

Email student@nowhere.com

URL

Find/Add List Status Undo Save Quit

- Enter the graduation date. Press **Save**.

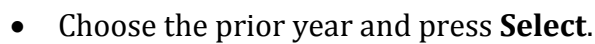
You won't have the option to change the HS Completion Status. It will be grayed out.

Final Step

****The final step must be completed AFTER the year-end rollover for the year the student should have graduated and BEFORE submitting the October 1 clearinghouse file.**

You'll be creating an ES (Exit Status) record for each student who was a summer graduate.

- If you are in the current year, go to the main menu screen, then File > Switch Year.



- Click **Find** to find the student.
- Click **Add**. Find ZES in the drop-down and press **OK**.

- On the General tab, in the **Entry Date** field, put in a date within the new school year. You can use the first day of school. Don't get confused here. The entry date is not the student's entry date into the school, but just the entry date into the special program.

- In the **Exit Date** field put in a date after October 1 of the new school year, like October 31. This date is for an exit date from the program history record.
- Choose an **Exit Code** (like X) and **Save**.

This screenshot shows the 'General' tab of the SIS-2000+ application. The top section contains student information: Student Name (Stanphill, Latifa D [9342]), M/F (F), Birthdate (11/09/1992), Age (18), Grade (11), Track/School/Year (A 720 2009/10), Advisor (Ngamchamnanrith, Jai), Entry (08/24/2009), and Exit. The 'ZES-Exit Status Change' section is highlighted with a red box, showing Entry Date (08/23/2010), Entry Code (P-Program Entry), Exit Date (10/31/2010), and Exit Code (X-Exited School). The Status is set to Active, and the Regular Percent is <Unset>. The Remarks field is empty. The bottom of the tab shows 'Last Changed By' (PinTa) and 'Changed Date' (02/23/2011). Navigation buttons (Print, Find, List, Delete, Undo, Add, Save, Quit) are at the bottom.

- On the Custom tab, enter a new graduation code here (like GR) and Save. This code will appear on the student's transcript.

This screenshot shows the 'Custom' tab of the SIS-2000+ application. The 'Program' section is highlighted with a red box, showing 'ZES-Exit Status Change' and a text input field containing 'GR'. The bottom of the tab shows navigation buttons (Print, Find, List, Delete, Undo, Add, Save, Quit).

REVIEW

1. Assign a "GP" High School Completion Status:

"Student Editor/Misc. tab" (can be changed before submitting to Clearinghouse)

2. Record a Graduation Date:

After rollover - record in NEW school year;

Before rollover - record in student's actual graduation year

3. Create an Exit Status (ES) record: "Srvcs & Prgms/Program History" (Before Oct 1)